



March 6, 2002

DIVISION OF HEALTH LICENSING

SELF-INSPECTION GUIDE FOR KITCHENS IN DAY CARE FACILITIES FOR ADULTS

This guide was developed to encourage people to periodically inspect their own facilities to help them meet standards of R61-25 (kitchen regulations). While not all-inclusive, this guide addresses many of the requirements of R61-75 which provide safeguards for the health, safety and well being of residents. Key personnel should use all or part of this guide while making routine, periodic reviews to evaluate how well the facility meets standards and provides the appropriate services and safeguards.

This should lead to a determination of the actions, which may be needed to improve services, safeguards and living conditions.

(If you check a block, which is shaded, you should take action to correct the situation.)

SECTION	CLASS	ITEM	Y	N	REMARKS
SPECIAL DIETS					
E.(1)	II	Does the facility provide dietary services as to meet the daily dietary needs of participants in accordance with written dietary policies and procedures?			
E.(1)(a)	II	If the facility has participants in need of special or therapeutic diets, does it employ or contract with a dietitian or qualified food service supervisor?			

E.(1)(b)(1)	II	Is special diet of participants written, dated, and signed by the physician?			
SECTION	CLASS	ITEM	Y	N	REMARKS
E.(2)	II	Unless otherwise directed by a physician in writing, does the facility provide at least one meal to participants who receive adult day care services for four (4) hours or more per day and at least two meds to participants receiving care for 10 or more hours per day?			
E.(3)	II	Does each meal provide at least 1/3 of the USDA recommended daily requirements? Is there a weekly menu posted in a conspicuous location?			
E.(4)	II	If the facility prepares food for participants, has it been inspected and approved by the Department pursuant to R61-25, "Food Service Establishments?"			
CATERING SERVICES					
E.(5)(a)	II	If food is catered, is the kitchen such meals are obtained from a food service establishment approved by the Department?			
E.(5)(b)	II	If food is catered, do its storage, display, and general protection against contamination, as required by R61-75, meet those requirements? During transportation of food from a caterer, is food in covered container or completely wrapped or packaged to protect it from contamination?			
FOOD STORAGE					

E.(6)(a)	II	Is food stored in refrigerated units and insulated facilities as needed to assure maintenance of food at 45 degrees Fahrenheit or below except during preparation/service?			
SECTION	CLASS	ITEM	Y	N	REMARKS
E.(6)(b)	II	Are containers of food stored above the floor on clean surfaces in such a manner as to be protected from splash and other contamination? Is the use of home canned food not allowed?			
E.(6)(c)	II	Is food, not subject to washing or cooking before serving, stored/protected against contamination from food requiring washing or cooking?			
E.(6)(d)	II	Does the facility ensure that food and medicines are not stored together?			
E.(7)(a)	II	Do facility staff utilize forks, knives, tongs, spoons, and scoops so as to minimize the handling of food during preparation?			
E.(7)(b)	II	Is there at least one (1) lavatory with hot and cold water under pressure with mixing faucets and sanitary soap dispenser, and towel dispenser or electric hand dryer in the food preparation area?			
E.(7)(c)	II	Does the facility ensure that once individual portions of food are served, they are not served again?			
E.(7)(d)	II	Are all raw fruits/vegetables washed thoroughly to remove poisonous and toxic material before refrigeration, cooking or serving?			
E.(7)(e)	II	Are cleaning agents, detergents, and other poisonous items stored away from food items?			

FOOD PREPARATION					
E.(8)(a)	II	Are all foods prepared/served in a manner to prevent transmission of diseases and harmful substances to participants/employees of facility?			
E.(8)(b)	II	Is stuffing, poultry and stuffed meat, heated throughout to a minimum temperature of 165 degrees Fahrenheit with no interruption of the initial cooking process?			
SECTION	CLASS	ITEM	Y	N	REMARKS
E.(8)(c)	II	Is pork or pork products, which have not been treated to destroy trichinae, thoroughly cooked to heat all parts of the meat to at least 150 degrees Fahrenheit?			
E.(8)(d)	II	Are potentially hazardous foods such as meat, salads, potato salad, cream-filled pastries prepared from chilled products with a minimum of handling and on surfaces and with clean utensils, which have been sanitized prior to use?			
E.(8)(e)	II	Are custards, cream fillings, or similar products, which are prepared by hot or cold processes, kept at safe temperatures except during necessary periods of preparation and serving?			
E.(9)	II	Does the facility only use or serve Grade A pasteurized fluid or dry milk products? If dry milk is used, does the facility ensure that this milk is reconstituted according to manufacturer's directions?			
E.(10)(a)	II	Does the facility ensure that all tableware is thoroughly cleaned to sight and touch after each usage?			

E.(10)(b)	II	<p>After each usage, are all kitchenware and food contact surfaces of equipment (exclusive of cooking surfaces) used in preparation, serving, and storage of food, thoroughly cleaned to sight and touch?</p> <p>Are the cooking surfaces of cooking devices cleaned as often as necessary as to be free of encrusted grease deposits and soil?</p>			
SECTION	CLASS	ITEM	Y	N	REMARKS
E.(10)(c)	II	Are non-food contact surfaces of all equipment, including tables, counters, shelves and drawers, cleaned at a frequency as to be free of accumulations of dust, dirt, food particles and other debris?			
E.(10)(d)	II	Are equipment and utensils pre-flushed or pre-scraped, and when necessary, pre-soaked to remove gross food particles and soil prior to washing?			
E.(10)(e)	II	When manual dishwashing is employed, are equipment and utensils thoroughly washed in a detergent solution and then rinsed free of such solution?			
E.(10)(f)	II	Are effective concentrations of a suitable detergent used in both manual and mechanical dishwashing?			
E.(10)(g)	II	<p>(For facilities newly-constructed or extensively remodeled when existing structure is converted for use) :</p> <p>Does it have an approved 3-compartment sink of adequate length, width and depth to completely immerse all tableware for final sanitization?</p>			

		(For facilities operating prior to effective date of these regulations) : Does facility have a 2-compartment sink and a container of adequate length, width and depth to completely immerse all tableware for final sanitization?			
E.(10)(h)	II	Are dish tables or drain boards of adequate size for proper handling of soiled utensils prior to washing and for cleaned utensils following rinsing or sanitizing provided?			
E.(10)(i)	II	If a dishwashing machine is utilized, does it meet standards for sanitation required by the Department?			
SECTION	CLASS	ITEM	Y	N	REMARKS
E.(10)(j)	II	(For a new facility or facility replacing domestic type machine in an existing facility) Is approved National Sanitation Foundation mechanical dishwasher installed?			
E.(10)(k)	II	Are food contact surfaces of cleaned and sanitized equipment and utensils handled in a manner as to be protected from contamination?			
E.(10)(l)	II	Are clean and sanitized utensils stored above the floor in a clean dry location? Are utensils being stored in a self-draining position?			
E.(10)(m)	II	If a facility does not have adequate and effective provisions for cleaning/sanitizing of utensils, does it utilize disposable, single-service, utensils? Are single-service utensils stored in closed cartons or containers, which protect them from contamination?			